

**United States District Court and United States Probation Office
District of Kansas
Vacancy Announcement**

Position: Automation Support Specialist

Announcement: W05-3

Location: Wichita, Kansas

Issue Date: April 11, 2005

Closing Date: Open Until Filled

Classification Level/Salary Range

CPS CL 24, CL 25, CL 26 (\$30,528 - \$46,001)

Position Overview

The Automation Support Specialist is responsible for providing consultation and day-to-day PC administration, operation, and support to all U.S. District Court and U.S. Probation Office staff including support for all PC-based data processing, office automation, data communication processes, telephone lines/equipment, audio/visual equipment and end-user training. Travel to Kansas City and Topeka district offices is occasionally necessary. Position will require moderate to heavy lifting.

Qualification Requirements

To qualify, an applicant must be a high school graduate, or equivalent, and have at least one year of experience which provided a working knowledge of PC hardware and software installation and configurations. The candidate must be proficient in Windows 2000 and/or Windows XP and the installation and troubleshooting of Windows applications such as word processing, email and Internet browsers. Experience with WordPerfect, Lotus Notes, and Novell Netware a plus. **Related experience and/or education may be substituted for specialized experience at the discretion of the clerk of court.** Other qualifications include excellent communication skills and the ability to work in a team-driven environment. Entry level salary will be based on experience and/or a combination of education and experience.

Employee Benefits

1. 13 days paid vacation for the first three years.
2. 20 days paid vacation after three years.
3. 26 days paid vacation after fifteen years.
4. 13 days paid sick leave.
5. 10 paid holidays.

6. Choice of healthcare coverage from a wide variety of plans.
 7. Life Insurance options.
 8. Participation in the Federal Employees Retirement System.
 9. Participation in the Thrift Savings Plan (tax deferred retirement savings plan).
 10. Participation in the Long Term Care Insurance plan.
 11. Participation in the Flexible Benefits Program.
-

How to Apply

Submit cover letter and resume to:

U.S. District Court
Attn. Human Resources
500 State Avenue, room 259
Kansas City, KS 66101
Fax: 913-551-1425

INFORMATION FOR APPLICANTS

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice. This job announcement may involve filling more than one position described herein. This position is subject to mandatory participation for payment of net pay (i.e. Direct Deposit). The U.S. Courts require employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Due to the volume of applications received, the Court may only communicate to those individuals who will be interviewed for open positions. Travel and relocation expenses will not be paid. Applicants must be United States citizens or eligible to work in the United States. Qualified applicants will be subject to a background check.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER